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WH [] is staffed by [] persons:

[]

responsible for all cables
responsible for incoming dispatches
responsible for outgoing dispatches

Each day the [] is required to have cables sorted and ready for staff chiefs who begin to arrive about 0745. Cables are read before a daily staff meeting scheduled at 0845.

Saturday - a duty officer is required from 0830 to 1230. The [] services until 1200. Last cable pickup and delivery is at 1200.

[] personnel report for duty 0630, 0730, and 0830 until 1700 daily. Saturday two or three persons work from 0700 to 1700. A report for four pay periods in 1963 shows a total of 312 hours overtime was worked by the [] personnel which, at current hourly rates cost \$1313.50 for the [] activities for that period.

Pouch days are twice a week. Wednesday and Friday for most types of material.

WH receives 8 copies of cables

Regular distribution

- 1 Chief/WH
- 1 Chief/FI
- 1 Chief/OPS
- 1 Chief/Reports
- 1 Registry copy*

*Registry copy read by Ch/Support then returned for logging and control.

Remaining three

- if operational--give (2 wh & 1 yellow) to Branch
- if admin - yellow (action) copy to Ch/Support who routes to proper Support desk. Remaining copies - to Branch for info.

Rybat and Kapok delivered directly to Ch/WH who disseminates to action desk. Controls maintained by secretary to Ch/ Div.

Registry maintains these files--

- chrono copy of all cables kept by station and station number [] at present)
- chrono copy of all T's (incoming admin. dispatches) kept by station and number
- abstracts (3x5) kept by station then chronologically

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cable logs in typed form

TS log on IBM cards

crypto card files (4 sets on 3x5 cards) also in notebook form

outgoing dispatch logs Form 59-140 for S's and Form 311 for W's

pouch manifests

regulations and notices

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